

Dickinson Town Council



Executive Bylaws

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Article I: Membership

A. Rights of membership

- a. May run for eligible elected positions within DTC.
 - i. May only run for one (1) elected position at a time.
 - ii. May hold a maximum of (1) elected position at a time.
- b. May hold committee positions.
- c. May be eligible to vote, if part of the Electorate of that vote.
- d. May participate in all events held by DTC.
- e. May have speaking rights at Council Meetings and Hall Meetings.

B. Observers. All other residents of Dickinson, including but not limited to the Assistant Director, Resident Directors, and Assistant Residential Coordinators, are considered "Observers".

- a. Observers are restricted from holding any position within DTC, and they have the following rights:
 - i. May participate in all events held by DTC.
 - ii. May attend and have speaking rights at Council Meetings and Hall Meetings.

C. The Electorate. The Electorate is an assistive term to easily refer to the people allowed to vote in each specific vote.

- a. At Council meetings, the Electorate includes all members who currently have Council Voting Rights.
 - i. Members of the Electorate who are not present during a meeting shall not be eligible to vote during that meeting
- b. All members of the Electorate shall be entitled to one (1) vote per member.
 - i. The Chair of meetings shall not be included in the Electorate.
 - ii. The only exception to the above statement will be in the case of a tie, where the Chairperson subsequently becomes the only member of the Electorate.
- c. The governing documents may contain language that reduces, increases, or otherwise alters the Electorate of a specific vote or type of vote.
- d. Only the Electorate can make motions and vote at meetings.

D. Council Voting Rights. Council Voting Rights may be abbreviated as "CVR" and is granted to individuals as prescribed below:

- a. Members holding the following positions are guaranteed CVR.
 - i. Elected DTC E-Board positions.
 - ii. Elected DTC Hall E-Board positions.
 - iii. Elected Dickinson SA Congress Representatives.
 - iv. Official DTC-recognized committee Chairpersons.

E. Hall Representatives

1. Hall Representatives are student residents of Dickinson Community who have earned their Council Voting Rights by becoming either an SA Congress Representative, an SA Financial Council Representative, a Committee Chair, or by attending three (3)



consecutive Hall Meetings and three (3) consecutive Council Meetings.

- a. Hall Representatives will automatically lose CVR by reaching five (5) total unexcused absences per semester from meetings where their attendance is required.
- b. Upon losing CVR, members automatically lose their Hall Representative position and must fully restart the process of obtaining CVR again.
- c. Live-in ResLife employees who are students such as CAs and SSAs may also be Hall Representatives. They are part of the Electorate for a specific vote involving financial matters if and only if the Head E-Board votes to give them such a right through a $\frac{2}{3}$ majority.

F. Eligibility. In order to be eligible to run for the following positions, you must fulfill the requirements as stated below:

1. DTC Head Executive Board

- a. Be a member of DTC and have CVR when the letter of intent period for elections begins.
 - i. If you accept a CA or SSA position that would overlap with your term between your election and 60 days after the start of the classes of the fall semester, you will be automatically removed from the ballot or your DTC Head E-Board position.
 - ii. If you accept a CA or SSA position in the middle of your term, you may finish out your term (if allowed per your Residential Life contract) but may not run for reelection or another position except for Residential Life Ambassador.
 - iii. Neither the President nor CFO may be a Residential Life live-in employee (e.g. CA or SSA) at any point in their term. Should the President or CFO choose to accept such a role, they must step down from their position immediately and will not be eligible to hold or run for either position so long as they hold that Residential Life position.
- b. Possess CVR when the letter of intent period opens.

2. Hall Executive Board Positions

- a. Hall residents are eligible to run for Hall E-Board positions in the hall in which they currently live.
 - i. If you accept a CA or SSA position that would overlap with your term before your term begins or up to 60 days after the date of your election, you will be automatically removed from the ballot or your Hall E-Board position except for Residential Life Ambassador.
 - ii. If you accept a CA or SSA position in the middle of your term, you may finish out your term (if allowed per your Residential Life contract) but may not run for reelection or another position except for Residential Life Ambassador.

Article II: Positions

Policy I: DTC Head Executive Board

- A. Overview.** The “Dickinson Town Council Head Executive Board” is the Executive Board in charge of all of Dickinson Town Council. “DTC Executive Board” is also an appropriate second reference.
- B. Elections.** All members with CVR are eligible to run for a position on the DTC Executive Board. Head Executive Board elections typically take place during Mutant Mania in the Spring semester.
- C. Term.** All Head E-Board positions shall assume their roles on the Head Executive Board according to the following guidelines:
1. All Head E-Board positions that are elected for the following academic year have a term that begins at the conclusion of the Spring semester in which they are elected and ends at the conclusion of the Spring semester approximately one (1) year later
 2. If someone is elected to the current Head Executive Board after the Head E-Board’s term has already begun, the member’s term will begin upon the announcement of the election results and will end at the same time as the rest of the Executive Board at the conclusion of the upcoming Spring semester
- D. General Functions and Duties.** Each position shall attend all meetings applicable to their position and give reports as necessary.
- E. Deadlines.** The DTC Executive Board may put official deadlines regarding the responsibilities of members of the Head E-Board and the Hall E-Boards in place by a two-thirds (2/3) vote of Head E-Board.
- F. Positions.** The order in which the positions of the DTC Executive Board appear in the DTC Constitution will be the order of succession. The highest ranking member sitting on the DTC Executive Board shall fulfill or delegate the responsibilities of vacated positions until a replacement is found for the vacated position. The DTC E-Board comprises the following positions:
1. President
 - a. Shall chair Council and Head E-Board Meetings
 - b. Shall control the Agenda of all meetings within DTC.
 - c. Shall coordinate, oversee, and chair the Executive Board.
 - d. Shall serve as the head representative and chief liaison for DTC across campus.
 - e. Shall sign documents if the treasurer cannot, or refuses to do so after a two-thirds (2/3) vote by the Executive Board to the contrary.
 - f. Shall oversee all DTC SA Representatives, to ensure that Dickinson Community is being represented properly.
 - i. Shall assist DTC SA Congress Representatives in gathering and

- understanding the overall opinions of the Dickinson residential population.
- g. Shall appoint officers for all vacancies within DTC until elections can be held.
 - i. Officers are nominated by the President and are confirmed by a two-thirds (2/3) vote of the DTC Executive Board.
 - h. Shall host at least one community builder event per academic term in collaboration with the Social Vice President.
 - i. Shall communicate with Co-Rec Commissioners as needed in regard to any non-financial needs.
 - ii. The President may, with a two-thirds (2/3) Head E-Board majority vote, delegate this authority to another Head E-Board member with their expressed approval and consent.
2. Executive Vice President
- a. “EVP” is an appropriate second reference.
 - b. Shall chair Council Meetings in the absence of the President.
 - c. Shall supervise all DTC E-Board positions excluding the President.
 - d. Shall chair Hall Presidents Meetings.
 - e. Shall consult the President, if necessary, on internal matters of importance.
 - f. Shall oversee Hall Presidents and Hall Ambassadors.
 - g. Shall publicize and conduct all elections.
 - h. Shall advise the members of DTC regarding the governing documents and Parliamentary procedures.
 - i. Shall ensure that all Dickinson Town Council activities and meetings do not violate any rules set forth by the governing documents of DTC and the Student Association.
 - i. Shall regularly review DTC’s governing documents.
 - i. Shall present proposed amendments to the DTC E-Board and to the Council during Council Meetings.
 - ii. Shall present all Constitutional changes to the Internal Affairs Committee of the Student Association Congress for approval.
 - iii. Shall keep up-to-date information of Constitution and elections activities in a public document on the DTC website.
3. Chief Financial Officer
- a. “CFO” is an appropriate second reference.
 - b. Shall oversee all financial activity within Dickinson Town Council
 - i. This includes all fundraising done by the Hall Governments and DTC Executive Board, as well as all community and hall apparel sales.
 - c. Shall ensure that the Hall Treasurer's carry out their duties and responsibilities as set forth by the DTC governing documents.
 - d. Shall prepare and present a semesterly budget to members of DTC during the Budget Meeting, which shall occur within two weeks of the budget's issuance by the Student Association VPF's Office.
 - e. Shall sign documents for DTC when required.
 - f. Shall keep a permanent record of all income and expenditures of DTC, which shall be made available to any member of DTC upon request.

- g. Shall keep inventory of all items that Dickinson Town Council possesses.
 - i. Additionally, shall keep track of all of DTC's items that have been checked out and returned to the DTC office through any reasonable measure (may be overruled with a 2/3 head e-board vote).
 - h. Shall check the SA mailbox routinely while school is in session.
 - i. Shall communicate with Co-Rec Commissioners as needed in regard to all financial matters.
4. Social Vice President
- a. "SVP" is an appropriate second reference.
 - b. Shall oversee all social activities run by the DTC Executive Board.
 - c. Shall ensure that the Hall SVPs carry out their duties and responsibilities as set forth by the DTC governing documents.
 - d. Shall plan and execute at minimum the following social events:
 - i. Welcome Back Weekend (in collaboration with the President)
 - ii. Dickinson Day (by assisting ResLife)
 - iii. Mutant Mania (in the Spring Semester)
 - 1. The SVP is responsible for involving all Hall SVP's in the planning and execution of Mutant Mania in a reasonable manner
 - iv. An additional two (2) social events per semester
5. Academic Vice President
- a. "AVP" is an appropriate second reference.
 - b. Shall oversee all academic activities run by the DTC E-Board.
 - c. Shall ensure that the Hall AVPs carry out their duties and responsibilities as set forth by the DTC governing documents.
 - d. Shall plan and execute two (2) academic programs per semester, including at least one (1) sustainability event per academic year.
 - e. Shall act as chief liaison between the Council and the Collegiate Professor/Faculty in Residence
6. Vice President of Multicultural Affairs
- a. "VPMA" is an appropriate second reference.
 - b. Shall act as a community liaison to the Student Association VPMA office.
 - c. Shall be the chairperson of the Multicultural Committee
 - d. Promote the diverse interests of various multicultural groups found within the Dickinson Community.
 - e. Organize at least two multicultural programs each semester.
 - i. One event can be collaboration with other community VPMA's or the Student Association VPMA office.
 - f. Create a safe space for all members of the community.
 - g. Collaborate with and promote information that is produced from the SA VPMA office.
 - h. Shall ensure that the Hall VPMA's carry out their duties and responsibilities as set forth by the DTC governing documents.
7. Vice President of Member Relations
- a. "VPMR" is an appropriate second reference.
 - b. Shall oversee member and alumni communication in regard to DTC.
 - c. Shall ensure that the Hall VPMR's carry out their duties and responsibilities as set

- forth by the DTC governing documents.
- d. Shall maintain records of all DTC Meetings and projects started by previous DTC E-Boards.
 - i. Record minutes at all Council Meetings and will make them available to any member upon request.
 - ii. Record attendance at Council meetings and inform the President when someone is violating attendance policies.
 - iii. Shall create and send an online newsletter to Dickinson Community in order to electronically notify members of relevant DTC updates.
 - e. Shall be in charge of sending out electronic voting emails when necessary for General Body Meeting votes.
 - i. Shall ensure voting cards are available for all Council votes and shall be responsible for distributing them to voting members in the event that the electronic system is malfunctioning.
 - f. Shall work with the VPPR on maintaining the DTC website when needed.
 - g. Shall co-chair the Yearbook Committee with the VPPR
 - i. The yearbook shall be completed prior to the conclusion of the Spring Academic Semester.
 - ii. Additional DTC members may join the Yearbook Committee upon the submission of a Letter of Interest and confirmation by a two-thirds ($\frac{2}{3}$) head e-board vote.
8. Vice President of Public Relations
- a. “VPPR” is an appropriate second reference.
 - b. Shall oversee publicity, advertising, and social media within DTC.
 - i. Publicize DTC Meetings and DTC-sponsored events.
 - ii. Make all promotional flyers for DTC E-Board events.
 - iii. Take pictures and videos of DTC events.
 - c. Shall ensure that the Hall VPPR’s carry out their duties and responsibilities as set forth by the DTC governing documents.
 - d. All media created by the VPPR for the Council is property of Dickinson Town Council.
 - e. Shall maintain the DTC official website in conjunction with the VPMR when needed.
 - f. Shall maintain a record of all DTC social media account passwords. Including but not limited to the hall governments, Co-rec, and any DTC affiliated groups.
 - g. Shall co-chair the Yearbook Committee with the VPMR
 - h. Shall find a design for community apparel and oversee the creation of all hall apparel.
 - i. Shall assist Hall VPPRs in the execution of DTC hall apparel sales before the end of the fall semester
 - ii. Must consult with the CFO to ensure all financial constraints are followed in the purchase of apparel

Policy II: Hall Executive Boards

- A. Overview.** Each residential hall within Dickinson Community has a Hall Government run by an Executive Board. All Hall Executive Boards will be collectively under the authority of the DTC Executive Board.
- B. Elections.** All members of Dickinson Town Council are eligible to run for an E-Board position in their hall government.
- C. Term.** All Hall E-Board positions have a term that begins upon the announcement that the position has been filled and ends at the conclusion of the upcoming Spring semester.
- D. General Functions and Duties.** Each Hall Executive Board position will report and work under their respective DTC Head Executive Board position. Each position shall attend all meetings applicable to their position and give reports as necessary.
- E. Positions.** The order in which the positions of the Hall Executive Board appear in the DTC Constitution will be the order of succession. The highest ranking member sitting on the DTC Hall Executive Board shall fulfill or delegate the responsibilities of vacated positions until a replacement is found for the vacated position. The DTC Hall E-Board is comprised of the following positions:
1. President
 - a. Shall report to the Executive Vice President of Dickinson Town Council.
 - b. Shall assist the Executive Vice President of Dickinson Town Council in the planning and execution of their DTC-wide responsibilities.
 - c. Shall be the Chairperson of Hall Government Meetings.
 - d. Shall report on hall activities at Council Meetings.
 - e. Shall oversee all other positions on their Hall E-Board and ensure that the responsibilities of each hall member are fulfilled.
 - f. Shall serve as chief liaison between their respective Hall Government and the E-Board.
 - g. Shall collaborate with the Hall E-Board to plan and execute events.
 - h. Shall collaborate with the other Hall E-Boards on at least one (1) events over the course of the academic year.
 - i. Shall inform the Executive Vice President of DTC of any current vacancies or known future vacancies on their Hall E-Board
 2. Treasurers
 - a. Shall report to the Chief Financial Officer of DTC.
 - b. Shall assist the CFO in the planning and execution of their DTC-wide responsibilities.
 - c. Shall chair Hall Government Meetings in the absence of the Hall President.
 - d. Shall complete training as prescribed by the CFO prior to the execution of hall treasurer duties.
 - e. Shall oversee all financial activities within the hall government to ensure that the budget is being managed properly.

- f. Shall supply financial records to members of the Hall or DTC Head Executive Board upon request.
 - g. Shall work with the CFO to assure that members of the Hall E-Board are informed about relevant financial policies of DTC.
 - h. Shall work on facilitating capital improvements for the Hall.
 - i. Shall oversee all purchases and fundraising within their Hall Government.
 - j. Shall keep inventory of all DTC property that is in the possession of the Hall E-Board.
3. Social Vice President
 - a. Shall report to the Social Vice President of DTC.
 - b. In addition to planning and executing a minimum of two (2) social activities per semester within the Hall, this position shall assist the Social Vice President of DTC in the planning and execution of their DTC-wide responsibilities.
 4. Academic Vice President
 - a. Shall report to the Academic Vice President of DTC.
 - b. In addition to planning and executing a minimum of two (2) academic activities per semester, including at least one (1) sustainability event per academic year, this position shall assist the Academic Vice President of DTC in the planning and execution of their DTC-wide responsibilities.
 5. Vice President of Member Relations
 - a. Shall report to the Vice President of Member Relations of DTC.
 - b. Shall assist the Vice President of Member Relations of DTC in the planning and execution of their DTC-wide responsibilities.
 - c. Shall record attendance and minutes at all Hall Government Meetings and forward them to the Vice President of Member Relations of DTC within sixty (60) hours that school is in session.
 - d. Shall work with the Vice President of Member Relations of DTC to create a tangible history of all events within the building using different types of media (videos, pictures, and written descriptions of events).
 6. Vice President of Multicultural Affairs
 - a. Shall report to the Vice President of Multicultural Affairs of DTC
 - b. Shall assist the Vice President of Multicultural Affairs of DTC in the planning and execution of their DTC-wide responsibilities.
 - c. Shall plan and execute a minimum of one (1) multicultural event per semester.
 7. Vice President of Public Relations
 - a. Shall report to the Vice President of Public Relations of DTC.
 - b. Shall assist the Vice President of Public Relations of DTC in the planning and execution of their DTC-wide responsibilities.
 - c. Shall work in conjunction with the Hall Treasurer and Head VPPR to execute hall apparel purchases prior to the end of the fall semester
 - d. Shall oversee publicity, advertising, and social media within the hall.
 - i. Shall publicize Hall Government Meetings and Hall Government events.
 - ii. Shall work with other members of the Hall E-Board to make promotional flyers for those E-Board members' Hall events.
 - iii. Shall take pictures and videos of Hall Government events or gain

permission from the President of the Hall to delegate this responsibility to a volunteer for specific events on an event-by-event basis.

- e. All media created by the VPPR for the Hall Government is property of Dickinson Town Council.
 - f. Shall hand over all passwords of their Hall's social media accounts to the Vice President of Public Relations of DTC at the end of the spring semester.
8. Hall Ambassadors
- a. Shall report to the Executive Vice President of DTC.
 - b. Shall regularly inform residents about the various events held by Dickinson Town Council and Hall Government via quarter-sheets and any other means of door-to-door communication.
 - c. Shall assist the Hall Executive board with executing hall event programming.
 - d. Shall work with the rest of the Hall E-Board and Dickinson Town Council to coordinate events and bring about greater cohesion in residence halls.
 - e. Shall hold at least one (1) community builders event per semester
9. Residential Life Ambassador
- a. Shall assist the Hall E-Board in the planning and execution of hall events.
 - b. Shall regularly inform residents about the various events held by Dickinson Town Council and Hall Government via quarter-sheets and any other means of door-to-door communication in collaboration with Hall Ambassadors
 - c. Must plan and hold one (1) event per semester separately, both monetarily and in regard to the event itself, from any Residential Life commitments prescribed in their contract.
 - d. Must provide ideas and input from a Residential Life perspective and employee in the hall
10. Hall Representatives
- a. Shall assist the Hall E-Board in the planning and execution of hall events.
 - b. Must maintain Council Voting Rights in order to retain position.

Policy III: SA Congress

A. Student Association Congress Representative

1. “Dickinson SA Rep” or “DTC Congress Representative” are appropriate secondary references. The Financial Representative can be referred to as the "FINCO Rep"
2. All members of Dickinson Town Council are eligible to run for the SA Congress Representative position.
3. Shall report to the President of DTC and give reports at DTC Council Meetings, as per the President’s Agenda.



4. SA Congress Representatives will automatically lose their position by reaching five (5) total unexcused absences per academic year from meetings, both DTC and SA, where their attendance is required.

Article III: Elections

Policy I: Election Committee

A. Jurisdiction

1. Elections and referendums pertaining to Dickinson Community.
2. Elections of DTC E-Board, Hall E-Board, and DTC At-Large positions.

B. Powers and Responsibilities

1. Shall run and organize all elections and referendums within Dickinson Community.
2. Shall be responsible for the enforcement of election and campaigning regulations.
3. Shall be responsible for ballot counting following elections and referendums.
 - a. Election and referendum ballot counting for the Student Association is the responsibility of the Student Association and not the Dickinson Community Elections Committee
4. Shall publicize all of the following information related to elections:
 - a. Available positions.
 - b. Campaigning regulations.
 - c. Deadline for letters of intent.
 - d. Date, time, and location of elections.
5. Shall hold elections for hall government positions within the first three (3) weeks of classes of the fall semester.
6. Shall hold elections for DTC E-Board positions within the month of April.
7. The DTC Executive Vice President shall chair the Elections Committee.
 - a. The DTC President shall assume this position in any of the following events:
 - i. The DTC Executive Vice-President position is vacant.
 - ii. The DTC Executive Vice-President is running for a position within Dickinson Community or the Student Association.
8. Shall have the power to adjust the election cycle/Process if deemed necessary by the EVP and the $\frac{2}{3}$ majority of the Head-Eboard.

Policy II: Campaigns

A. Physical Campaigning

1. Posters
 - a. All candidates must abide by all university postering policies.



- b. Postering areas within Dickinson Community:
 - i. Three (3) designated areas on each floor.
 - 1. Candidates must obtain permission from the respective building Resident Directors. Candidates must abide by all requirements given by the RDs including but not limited to: postering locations, methods of hanging posters, and the removal of posters
 - ii. One (1) designated area in a residential hall main lobby or main lounge.
 - iii. One (1) designated area in the Chenango Champlain Collegiate Center.
 - 1. This only applies to DTC E-Board positions and At-Large positions.
 - c. Posters must measure by the following length:
 - i. No more than 8.5 inches by 11 inches for floor posters.
 - ii. No more than 11.5 inches by 17 inches for hall lobbies, lounges, and dining hall posters.
 - d. No postering is allowed outside of the designated areas.
 - e. You must write your name and the position you are running for on every poster
 - f. You may not slander your adversary's character or spread negative information about your adversary that is in bad faith. The Election Committee reserves the right to determine what "bad faith" constitutes on a case-by-case basis.
 - g. The Election Committee reserves the right to determine what forms of campaigning is acceptable.
2. Hand-outs
- a. Candidates may hand out literature that is the size of standard 8.25 letter paper or smaller.
 - b. Quarter-sheets are defined as any piece of paper that is no larger than 4.25" by 5.5" in area
 - c. Any candidate caught handing out anything larger than a 8.25 printer paper will be given a warning on the first offense and will be disqualified on the second offense.
3. Door-to-door campaigning
- a. All candidates may use door-to-door campaigning.
 - b. No candidate is permitted to do any of the following actions:
 - i. Place any campaign material on any resident's room or flat door
 - ii. Place any campaign material underneath any resident's room or flat door
 - iii. Force a resident to accept any campaign material
 - iv. Disrespect quiet-hour rules
 - v. Come into a flat or room without permission from a resident living in the flat or room
 - vi. Hand out any item that could reasonably be construed to be a bribe.
 - c. Candidates may give out 8.25 letter paper or any piece of paper that is smaller
4. Candidates may have campaign staff.
- a. The candidate must provide a list of names of those who are working in their staff to the EVP.
5. Electronic Campaigning
- a. Candidates are permitted to submit campaign material to the Election Committee to be posted to Dickinson Town Council's social media account(s). Candidates

- may only repost material that was approved by the Election Committee.
- b. Campaigning in a Dickinson Community GroupMe owned and moderated by Head E-Board shall be permitted provided that the candidate received approval for the campaign material sent from Election Committee
- c. Individual non-group direct messages or non-mass emails are permitted
- d. Any other forms of electronic campaigning are prohibited unless Election Committee states otherwise after a 2/3 Head E-Board vote
- e. The Election Committee reserves the right to impose the following sanctions (listed below) if actions on social media are in bad faith or violation of any of the general campaigning rules ("bad faith" is determined on a case-to-case basis):
 - i. Suspension of campaigning for a period of time.
 - ii. Removal from the ballot.
 - iii. Anything deemed appropriate by the Election Committee.
- 6. Enforcements
 - a. The Election Committee shall be responsible for enforcement.
 - i. The Elections Committee reserves the right to remove any campaign material that does not comply with the Elections By-Laws
- 7. Candidates must abide by orders from the Election Committee or the Office of Residential Life should they violate any DTC or university postering regulations.
- 8. Candidates will receive a warning for their first infraction if the violation pertains to physical campaigning and not online campaigning or any other violation specifically mentioned in these By-Laws
- 9. Candidates that commit another infraction, or commit their first infraction involving electronic campaigning or any other violation specified by these By-Laws, will be disqualified from the election.
 - a. All candidates have the right to file a complaint with the Election Committee and appeal any disqualifications.
- 10. Any and all forms of campaigning are prohibited before Speeches take place.

Policy III: Pre-Election

A. Eligibility

1. All residents, as per Article II, Section B-1 of the DTC Constitution, shall be eligible to run for a Hall or At-Large position within DTC.
 - a. Candidates running for hall government positions must live in their respective hall.
 - b. Only members of DTC who have CVR as prescribed by the DTC Constitution shall be eligible to run for Dickinson Town Council Executive Board positions
2. Residential Life live-in employees such as Community Assistants (CAs) and Student Support Assistants (SSAs) may not run for an elected position within DTC, with the exception of Student Congress Representatives, committee



- membership on a DTC Committee, or the Residential Life Ambassador position.
3. No one may run for more than one position that grants guaranteed voting rights within the Dickinson Town Council.
 - a. Any member currently holding a position in the council may declare candidacy for a vacant position but must give up one of those positions if elected.

B. Letters of Intent

1. All candidates running for a DTC position must submit a letter of intent to the Election Committee chair.
 - a. Letters of intent must be submitted to the Election Committee via any means prescribed by the Election Committee Chair (e.g., PDF, email, etc.)
2. The letters of intent must have the following information:
 - a. Name and hall residence
 - b. Title of position the candidate is running for.
3. A candidate that does not submit a letter of intent by the deadline will not appear on the ballot.
4. A time period of five (5) to seven (7) days shall elapse for the submitting of letters of intent.
5. Candidates may not switch the position they are running for after they submit their letter of intent.
6. Ballot name order for each position is based on the letter of intent submission order for that position (i.e. the person to submit a LOI in a race first will appear on the ballot first, and so on).

C. Speeches

1. A maximum period of 48 hours shall elapse between the closing date of letters of intent and speeches.
2. All candidates who turned in letters of intent must give a speech to their respective constituencies in order to be allowed to campaign and be on the ballot.
 - a. If a candidate does not present a speech when they are called during speeches, that candidate will be immediately removed from the ballot and disqualified.
 - b. If a candidate has an excusable reason for arriving late or not being able to attend, they must inform the election committee 24 hours before the speeches
 - i. Excusable reasons include, but are not limited to
 1. illness
 2. class conflict
 3. test conflict
 4. job interview
 5. or anything else deemed worthy according by the Election Committee
3. The Election Committee shall publicize the date, time, and location of speeches

for DTC, hall, and Student Association sweeps.

- a. The Elections Committee shall have the authority to cancel DTC sweeps for any particular election.
 - b. The Elections Committee, if applicable, must reschedule sweeps if sweeps are canceled
4. All candidates must prepare a speech lasting no longer than three (3) minutes.
 5. Following all candidates' speeches within a race, the audience will be allowed to ask questions to the candidates for a five (5) minute period.
 - a. All questions must be addressed to all candidates for each race. The candidate on the ballot first will answer the initial question first, and then candidates will continue alternating the answer order throughout the questioning period
 6. Campaigning shall be permitted only after speeches have taken place.
 - a. If a candidate is caught campaigning before speeches have started, the candidate will be disqualified.
 7. Candidates running unopposed will run against a vote of no-confidence.

Policy IV: Elections

A. Elections shall take place within two (2) days following sweeps.

B. Voting shall be facilitated through an online ballot.

1. Voting
 - a. All students are only allowed to vote one (1) time.
2. Ballots
 - a. Shall only have the names of candidates who have submitted their letters of intent before the official deadline, excluding those that have been disqualified.
 - b. No member of DTC, except for members of the Election Committee, may produce or distribute ballots.

C. Online Elections

1. Elections conducted online shall be well publicized by the DTC E-Board.
 - a. Elections may be conducted online in any way deemed appropriate by the DTC E-Board.
 - b. The chosen electoral method must be able to provide election results that are accurate and void of fraud.
 - c. Online elections must adhere to all other rules and regulations contained within the Election Bylaws.

Policy V: Post-Election

A. Counting

1. Counting will commence once elections have been closed.
2. Ballot counting will take place in the DTC Office.
3. The Elections Committee will be solely responsible for ballot counting.
 - a. Anyone who is not a member of the Elections Committee will not be permitted to be in the DTC Office once ballot counting has begun if paper ballots are used rather than electronic voting:
 - i. Voting shall be verified by adding the total number of ballots and the signatures of voters on the official poll roster.
 1. If the number of ballots does not add up to the total number of signatures, then the extra ballots will be voided.
 2. If, after subtracting the voided ballots from the total number of signatures, the voided ballots have an effect on the final results, then the election will be invalidated and rerun.
 - ii. Only the voided sections of a ballot will not be counted. The rest of the ballot will still be counted.
4. Candidates who have lost to a vote of "no confidence" shall not be allowed to rerun for the same position in the same academic year.
5. A run-off election shall occur if an election falls under at least one of the following conditions
 - a. If the candidate with the most votes fails to receive thirty-five percent (35%) of votes, then a run-off election will take place two (2) days after the first election.
 - i. The two candidates who receive the highest amounts of votes from the first election will be the only candidates running.
 - ii. If the candidate with the highest votes receives at least 35% of the vote, that candidate is declared the winner
 - b. Additionally, if the runner-up has 90% of the number of votes the winner has, then a run-off election will take place two (2) days after the first election.
 - i. If the second-place candidate receives less than 35% of the total overall vote, there will not be a run-off election and the first-place candidate will still be declared the winner.
 - c. If a tie occurs, a run-off election will take place within one (1) week after the first election.
 - i. Only the candidates involved in the tie will be the only candidates running.
6. After all elections, the Elections Committee will make the results public.
7. The DTC E-Board will contact their hall counterparts and relay any information that may be important.
8. In the event that no one has run for a Hall position after two (2) rounds of the

letter of intent period, the President of the Hall may nominate someone to be appointed pending a two-thirds (2/3) E-Board vote.

9. By a 2/3 majority vote, the Elections Committee may invalidate an election on the grounds of tampering, voter influence or other events that may influence the voting outcome.

Policy VI: Preferential Voting System

A. Preferential Voting System

1. The ballot is a web form emailed to every Dickinson Town Council member when it opens. The form, or an alternative to it, must be accessible to all members of the Electorate and open for at least twelve (12) hours and at most seventy-two (72) hours.
 - a. Voters will rank their preference of candidates on a number scale by placing a (1) next to the name of their first-choice candidate, etc.
 - b. A candidate must acquire a majority of first-choice votes in order to win the elected position.
 - i. If no candidate receives a majority of first-choices by the voters after the initial counting, the candidate with the least amount of votes is eliminated and the next choice for those voters is counted in addition to the first place votes. If no candidate still receives a majority, additional candidates are eliminated in the same way until a candidate receives a majority.

Policy VII: Vacancies

A. The procedures for vacancies will follow the guidelines outlined in the DTC Constitution

B. Vacancies

1. A position shall be considered vacant when:
 - a. The person has resigned.
 - b. The person is recalled or impeached and removed.
 - c. The person moves out of their constituencies or Dickinson Community.
 - d. The person fails to come to the required meetings, and does not present a valid excuse for their absence.

C. Procedures

1. The DTC E-Board must be notified about a vacancy.
2. If only one (1) candidate expresses interest in the position after the letter of intent period, then the Council will confirm the single candidate with a two-thirds ($\frac{2}{3}$) majority vote
3. Elections for a Student Congress Representative shall be conducted in accordance with the Student Association Constitution.
4. If fewer than four (4) weeks remain in the fall semester, the Elections Committee may postpone elections until the first week of classes in the spring semester.
5. If fewer than four (4) weeks remain before the start of Mutant Mania in the spring

semester, the DTC E-Board may appoint a temporary hall government officer, or voting member of DTC from the hall with the vacancy to execute the duties of the vacant position until the end of the academic year.

Policy VIII: Ratification

- A. If an amendment to the "Article III: Elections" or anything pertaining to elections in the Constitution is proposed at any point during any elections process, from the letters of intent period to the announcement of results, the amendment will not take an effect on the concurrent elections, but shall start to take effect on any future elections.**

Article IV: Attendance

1. Positions and Voting Rights
 - a. Elected Officials at the Head E-Board Level
 - i. Shall gain voting rights due to them being elected positions
 1. Shall lose voting rights if they lose their position
 - a. A position as well as voting rights shall be lost if the person in question has received three (3) unexcused absences from Executive Board Meetings or three (3) unexcused absences at the General Body Meetings
 - b. Elected Officials at the Hall Level (excluding SA Representatives)
 - i. Shall gain voting rights due to them being elected positions
 1. Shall lose voting rights if they lose their position
 - a. A position as well as voting rights shall be lost if the person in question has received three (3) unexcused absences at the hall level or three (3) unexcused absences at the General Body Meetings
 2. An Elected Official who has meetings with a Head E-Board member of that same position shall lose that position as well as voting rights if the person in question has received three (3) unexcused absences at their meetings
 - c. SA Representatives
 - i. Gain voting rights due to them being elected positions
 1. Lose voting rights if they lose their position
 - a. A position as well as voting rights shall be lost if the person in question has received three (3) unexcused absences at the Student Association Congress Meetings, three (3) at Student Association Committee Meetings, or three (3) unexcused absences at the General Body Meetings
 2. Does not have to attend hall meetings, but is highly encouraged.
 - a. If an SA rep is required to go on duty the night of a DTC meeting and proves that they tried to change their duty night then they will receive an excused absence.
 - d. Hall Representatives
 - i. Is an unelected position that is on the E-Board of the hall governments
 - ii. Shall gain voting rights after attending 3 consecutive hall meetings and 3 consecutive general body meetings
 - iii. A position as well as voting rights shall be lost if the person in question has received three (3) unexcused absences at the hall level or three (3) unexcused absences at the General Body Meetings
 - e. DTC Committees
 - i. The chair of the committee will decide how often committee meetings occur
 - ii. A committee member will lose membership if the person in question has received three (3) unexcused absences at committee meetings
 1. This only applies to Standing Committees

2. Excused Absences

- a. Excused absences must be emailed to the hall VPMR for hall meetings and the Dickinson VPMR (at the dickinson@binghamtonsa.org) for general body meetings 24 hours in advance of the meeting
 - i. Only excuse that does not have to be 24 hours in advance is sickness or injury since those may not be foreseen
- b. Excused absences include
 - i. Class conflict (at the same time of the meeting)
 - ii. Test conflict (at the same time of the meeting)
 - iii. Test within twenty-four (24) hours after the meeting (to allow for studying)
 - iv. CA/SSA duty (must prove they have duty)
 - v. Job interview within twenty-four (24) hours after the meeting (to allow for interview preparation)

Article V: Meetings

A. Dickinson Town Council General Body Meetings

1. Council Meetings will be held once per week, unless canceled by a two-thirds (2/3) vote of the Head E-Board.
 - a. The President's Agenda for the meeting will be sent to all members on Dickinson Town Council listserv by 11:59pm the night before the meeting.
 - i. The President of Dickinson Town Council reserves the right to alter the Agenda at any point.
2. The DTC Executive Board holds the authority to reschedule, cancel, or hold additional Council Meetings at its discretion by a two-thirds (2/3) vote.
 - a. The DTC Executive Board may only make changes to the scheduling of meetings less than twenty four (24) hours in advance in cases of emergency or immediate and important pending business which cannot afford to remain pending and through a two-thirds (2/3) vote by the Executive Board.
3. Quorum
 - a. Over fifty percent (50%) of the Electorate must be in attendance in order to have a quorum.
 - b. If quorum is not reached after two (2) consecutive meetings, then there will be no quorum required for the third meeting.
4. All matters that require voting must reach over fifty percent (50%) of present members of the Electorate in order for action to be taken, unless otherwise explicitly stated in the DTC governing documents.

B. Hall Executive Board Meetings

1. "Hall Meetings" or "Hall Government Meetings" are appropriate secondary references.
2. Hall Executive Boards are required to hold at least one (1) weekly Executive Board Meeting.
 - a. Meetings may only be canceled or rescheduled at the discretion of the DTC President.

C. Committee Meetings

1. All committee meetings will meet at the discretion of the Committee Chairperson, unless otherwise indicated in the DTC governing documents.
2. The DTC Executive Board holds the authority to change the conduct of Committee Meetings at its discretion.



Article VI: Financial

Policy I: DTC Financial Officers

A. The Chief Financial Officer (CFO)

1. Duties

- a. All duties attributed to the CFO specified in the Dickinson Town Council Constitution
- b. Shall carry out all financial procedures, defined both in the DTC Constitution and bylaws, of the Dickinson Town Council.
 - i. Shall determine what procedures are necessary, including but not limited to, paperwork systems, for the smooth financial operation of DTC
 - ii. Shall process all properly-completed paperwork within three business days after receiving it.
 - iii. Shall recommend the freezing of group funds to ensure the financial stability and security of DTC, and as otherwise deemed necessary.
- c. Shall keep up-to-date records of all financial activity within Dickinson Town Council.
 - i. Shall balance the General Ledger with the SA records, at least twice during each semester: once in the first two months of each semester and once at the close of the semester.
 - ii. Shall ensure that the account balances in the CFO's records are consistent with the records of the individual committees and residence halls.
 - iii. Shall, at the request of the Council, or of the Executive Board, supply information about the status of any and all accounts.
- d. Shall ensure that all committee and residence hall financial representatives (chairs, treasurers, etc.) understand and abide by all relevant financial procedures.
 - i. Shall train the new treasurers regarding their duties.
 1. Shall be responsible for suggesting changes to these procedures, as necessary, to conform to all pertinent constitutions and bylaws, including, but not limited to, those of the Student Association and Dickinson Town Council.
- e. Shall ensure that all expenditures involving Dickinson Town Council funds primarily serve the interests of DTC and not any external group (e.g. Campus Recreation, Residential Life, any other SA Organization, etc.), *unless* the Head E-Board has elected to provide funds to another organization through the process outlined in Article VIII of this Bylaw.
 - i. This may be overridden by a 2/3rds Head E-Board vote to the contrary on a *case by case* basis.

- f. Upon leaving office, the CFO shall leave a written report explaining any and all abnormal entries and/or situations which may affect his or her successor.

B. Committee and Hall Treasurers

2. Duties

- a. Shall be responsible for their groups' full compliance with these bylaws, and all other relevant procedures set out by the CFO.
- b. Shall be made aware of all expenditures of the group, and maintain the accuracy of their records accordingly.
 - i. In the Absence of an Elected or Appointed Financial Officer
 1. The President or committee chair shall assume, and be responsible for the fulfillment of the duties of the financial officer.

Policy II: The Budget Meetings

A. The budget meetings shall be held within two weeks of receiving the budget from the Student Association or at the earliest possible time that the following conditions exist:

1. Council has had three (3) regular meetings where DTC members may have established voting rights.
2. Hall presidents and committee chairs have been elected and are therefore eligible to vote.

B. All committee chairs, e-board members, and hall presidents shall be required to be present at the budget meeting.

C. Procedures for the Budget Meeting:

1. The VPMR will ensure that only those with voting rights may vote. He or she will also ensure that the collective vote of the DTC members is recorded in the proper manner.
 1. Residential Life live-in employees (e.g. CA's or SSA's) **are not permitted** to vote on *any* financial matters, *unless* the DTC Head E-Board holds a 2/3rds vote to the contrary.
2. The budget presentation shall be made available to all members of Dickinson Town Council twenty-four (24) hours in advance
3. These procedures shall only apply to the Budget Meeting.

Policy III: Freezing Funds

A. The CFO shall have the ability to freeze funds when deemed necessary, and with 2/3s of the executive board's approval.

B. Once funds are frozen, NO financial paperwork can be submitted, including prior approvals and vouchers; however, outstanding deposits must be made by the CFO

C. Unauthorized use of the DTC accounts shall result in the freezing of funds for 14 days.



1. Groups with frozen funds shall lose their privileges to charge on the DTC accounts.

Policy IV: Deposits

A. All deposits shall be turned over to the CFO within twenty-four (24) hours of receipt.

1. Failure to turn in deposits within twenty-four (24) hours shall result in the freezing of the group's funds.

B. The CFO must deposit money on the next business day after receipt.

C. Special arrangements due to extraordinary circumstances must be made in advance at the discretion of the CFO.

Policy V: Fundraising

A. The CFO shall be notified in advance of any fundraisers

B. Only the NET of the fund-raised money may be donated to non-SA groups. The group receiving the funds must be clearly advertised at the fundraiser.

1. All apparel purchases must be done with the approval of and supervision by the CFO
 - a. Halls must provide significant notice to the CFO of their intent to purchase hall apparel.
 - b. Sales should only be done in cash, or by any other method permitted by the SA Financial Policies and Procedures.
 - c. Apparel may be sold for *no less than* half of the initial amount; e.g. a shirt that costs \$12 has to be sold for \$6 **or more**.
 - d. All proceeds from sales must be delivered to the CFO within **24 hours**, or within any other reasonable timeframe prescribed by the CFO so long as it complies with the SA Financial Policies and Procedures.

Policy VI: Resignation of Committee Chairs

A. Upon resignation of a sole committee chair the remaining funds in the account shall be frozen for ten days, or until a replacement committee chair is installed according to the DTC Constitution.

1. If a new committee chair is not installed within ten days, all remaining funds shall be transferred to Unallocated.
2. Extensions on this time period may be made at the discretion of 2/3 of the DTC executive board.

B. Paperwork may be processed even if funds are frozen at the discretion of the CFO.

Policy VII: Purchase Orders and Vouchers

- A. Unused purchase orders must be turned in within two weeks of issue date.**
- B. Vouchers for purchase orders must be turned in no more than four days after use.**
- C. If any of the above rules are broken the group shall not be allowed to obtain purchase orders for the rest of the year.**

Policy VIII: Procedural Guidelines for DTC Funding Requests

A. Before a chartered club can present in front of the DTC to request funding, it must follow the procedures outlined in the stipulations below:

1. Shall send an official request for funding to the DTC Executive Board for review and approval
 - a. The DTC Executive Board has the right to say "No" to all and any requests.
2. If approved, the club's representatives shall present in front of the DTC during the regularly scheduled DTC meeting and answer any questions the voting membership may have.
3. The DTC shall then commence regular deliberation and voting procedures for the above mentioned funding request(s).

B. When voting to provide funding to chartered groups, The Council shall perform the following actions in order:

4. Have an open forum for discussion
5. Vote on whether to give the chartered group the requested amount.
6. Should The Council decline to provide the requested funding, The Council shall, in order:
 - a. Propose up to three positive amounts acceptable to The Council in \$25 increments
 - b. Vote on the proposed amount(s) in decreasing order.
 - c. The Council has the right to propose and vote on declining the request.

Article VII: Committees

A. Committees. All members have the right to serve on any and all committees under DTC that are designated to include community members.

1. Each committee shall be comprised of a minimum of three (3) committee members of DTC, one (1) of whom must chair the committee.
 - a. Any member of Dickinson Town Council has the right to become a Committee Member, regardless of whether or not the member already holds an elected position.
 - b. A Committee Chair and an Executive Board position are separate positions and must be obtained independently unless otherwise explicitly indicated in the DTC governing documents.
 - i. The position of Committee Chair or Committee Member will not be considered an E-Board position.
 - ii. Members may hold both a Committee Chair and an Executive Board position concurrently, although Chairs are not automatically a part of the Executive Board.
 - c. Each committee shall give a report during DTC Meetings, as per the President's Agenda.
 - d. Shall meet as per the Chair's discretion, convening at least once per semester.
2. The DTC Executive Board shall have the right to create or dissolve committees as necessary by a two-thirds (2/3) vote.
3. The DTC E-Board must approve all Committee Chairs by a two-thirds (2/3) vote.

B. Standing Committees

1. Elections Committee
 - a. The Chairperson of the Elections Committee shall be the Executive Vice President of Dickinson Town Council.
 - b. Members of the DTC E-Board are the only members of the Elections Committee.
 - i. Any Committee Member who feels biased or is currently running for a position themselves must be recused from the committee.
 - ii. The Elections Committee may recuse a member(s) of the Committee by a two-thirds (2/3) vote if those Committee Members have reason to believe that the member(s) in question is / are biased.
 - iii. All powers, compositions, and procedures for the Elections Committee shall be defined by the DTC governing documents.
 - c. Shall decide upon any disagreement or issue having to do with elections within Dickinson Town Council and the Hall Governments.
 - d. Shall facilitate all elections-related events, specifically with General Interest Meetings, speeches, and campaigning regulations.
 - e. Shall enforce rules and regulations pertaining to elections.
2. Co-Rec Committee
 - a. The Chairperson of the Co-Rec Committee shall be the President, CFO, or Social

Vice President of Dickinson Town Council, determined by a 2/3 Head E-Board vote.

- b. The current Chairperson shall adhere to the previous Commissioner's recommendation to decide how many commissioner(s) there will be.
 - c. Should the co-rec commissioner(s) resign, be deposed, or for whatever reason be unable to fulfill their duty as commissioner, the Chairperson shall temporarily take over the position until the new commissioner(s) is selected by the current Chairperson.
 - d. At the end of the academic year, the current Commissioner(s) of Co-Rec will select, elect, or decide in whichever way they deem necessary to choose Co-Rec Commissioner(s) for the upcoming academic year, taking the outgoing Co-Rec Commissioner(s) and current Chairperson's recommendations into consideration.
 - e. In addition to the Chairperson and Commissioner(s), members of the committee must also include one (1) captain from each participating Hall.
 - f. The Commissioner(s) shall:
 - i. Act as liaison between the General Body and appropriate recreational authorities at Binghamton University.
 - ii. Work in conjunction with representatives from other Community Councils to coordinate an intercollegiate co-rec playoff, if possible.
 - iii. Hold meetings with the Co-Rec captains, as necessary.
 - iv. Develop or obtain team rosters.
 - v. Create a competition schedule.
 - vi. Ensure that games are properly referred.
 - vii. Ensure that the co-rec field is suitable for use prior to each game.
3. Student Culinary Council Committee
- a. The President or EVP of DTC may nominate a member of DTC to chair the committee.
 - i. This member will be appointed pending a two-thirds (2/3) vote of the DTC Head Executive Board.
 - b. Shall gather the opinions of members of DTC regarding the dining services and all related aspects.
 - i. Shall meet with the Chenango Champlain Collegiate Center dining hall manager, Head Chef or other Sodexo management in order to communicate these issues.
 - ii. Shall host at least one event each semester.
4. Multicultural Committee
- a. The Chairperson of the Multicultural Committee shall be the Vice President of Multicultural Affairs of Dickinson Town Council
 - i. VPMA is an acceptable second reference
 - b. Shall assist the head VPMA in the planning of Multicultural events
 - c. Shall be kept updated of the Student Association's VPMA policies by the head VPMA

C. Ad-Hoc Committees

1. Ad-Hoc committees are formed at the discretion of the DTC Head E-Board a. The exception to this is the Grievance committee which can be formed by a two-thirds vote by the Council.



2. The following are Ad-Hoc committees that can be formed.
 - a. Grievance Committee
 - i. Shall be created at the discretion of the Head E-Board or the Council when a Grievance or impeachment occurs.
 - ii. Shall be made up of five impartial council representatives, who are not the accused and will be chosen at random before council.
 - iii. Shall be properly questioned to ensure unbiased before council.
 1. If a candidate(s) are found to be biased then a new candidate(s) will be selected at random until a non biased candidate(s) are found.
 - iv. Shall choose among themselves who will chair the committee for the given case.
 1. The chairperson will report to the EVP to discuss any questions that they may have regarding meeting times and constitutional questions.
 - a. If the EVP is the subject in question of an investigation then the chairperson will speak to the President of DTC.
 - v. Shall seek to mitigate the grievance process and call on any action to occur to the defending party as described in Article VI, Section B1 of the DTC Constitution
 - vi. Shall chair impeachment hearings and preside over the hearing.
 1. Shall act as a panel of judges and ensure order is maintained during the hearing.
 2. Shall talk to a member of the Head Eboard who is not in question about room arrangements for the hearing.
 3. Shall oversee both the defending and offending party and ensure that there is a fair and speedy trial.
 - b. Impeachment Committee
 - i. Shall be made up of at least 5 members of the council who are chosen at random from a hat to act as a jury.
 - ii. Shall be chosen at random before the council.
 - iii. Shall be questioned before council to ensure unbiased.
 1. If a candidate(s) are found to be biased then a new candidate(s) will be selected at random until a non biased candidate(s) are found.
 - iv. Shall attend all impeachment hearings.
 - v. Following the final hearing the committee shall meet in a private location and deliberate the case amongst themselves and arrive to a conclusion within 48 hours.
 - vi. Shall vote on whether the accused shall be under the grounds for removal and if so then council must vote either to remove or allow the accused to maintain their position in DTC or as a SA Congress Representative

Article VIII: Impeachment and Vacancies

A. Submission

1. All members are obliged when participating in the organization to behave lawfully and in compliance with University policy, Student Association rules, and the DTC governing documents. Any member can submit a grievance alleging a violation of a rule by a particular action that adversely affected them to the E-Board via the DTC email.
2. Submitted grievances should include the reason for the grievance, any additional background information relevant to the case and any evidence usable to help justify the grievance.
3. Once a grievance has been received by the Head DTC Eboard, initiation shall occur by one of these steps
 - a. Impeachment of a Dickinson Town Council E-Board member may be initiated by one (1) of the following:
 - i. A petition signed by twenty percent (20%) of the membership of Dickinson Town Council.
 - ii. A two-thirds (2/3) majority vote by the Electorate during a Council Meeting.
 - iii. A two-thirds (2/3) majority vote by the DTC E-Board during an official E-Board Meeting.
 - b. Impeachment of a Hall Government E-Board member may initiate by one (1) of the following:
 - i. A petition signed by twenty percent (20%) of the members of the Hall.
 - ii. A two-thirds (2/3) majority vote by the Hall E-Board during an official E-Board Meeting.
 - iii. A two-thirds (2/3) majority vote by the DTC E-Board.
 - c. Impeachment of a Committee Member may be initiated by one (1) of the following:
 - i. A two-thirds (2/3) majority vote by the respective committee during an official committee meeting.
 - ii. A two-thirds (2/3) majority vote by the Electorate during an official meeting of DTC.
 - iii. A two-thirds (2/3) majority vote by the DTC E-Board.
 - d. Impeachment of an SA Congress Representative or SA Finco Representative may be initiated by one of the following:
 - i. A petition signed by twenty percent (20%) of members of DTC.
 - ii. A two-thirds (2/3) majority vote by the Electorate during a Council Meeting.
 - iii. A two-thirds (2/3) majority vote by the DTC E-Board.
4. The E-Board will initiate the Grievance committee using the procedures indicated in the Committee Bylaws once one of these conditions have been met
5. Grievances should be responded to within sixty (60) hours of submission.

B. Summoning

1. When a grievance is received, the Grievance Committee must convene within seven (7) days of the grievance



2. The Grievance Committee shall consist of five (5) members of the council who are chosen at random as a jury.
 - a. If a council member is selected, they are required to go unless they:
 - i. Have an illness
 - ii. Have a class
 - iii. Have a test within 24 hours
 - iv. Have a job interview within 24 hours
 - v. Or anything else deemed worthy by the EVP
3. The Grievance Committee shall choose among themselves who will chair the committee for the given case.
 - a. The Chairperson shall report to the EVP to discuss any questions that they may have regarding constitutional questions.
 - i. If the EVP is the subject in question of an investigation then the chairperson will speak to the President of DTC.
 - ii. If the Grievance Committee determines that the Impeachment Committee is necessary, the Chairperson shall run the Impeachment Committee
 1. The Chairperson shall not be one of the members that are selected for the Impeachment Committee, but will be there to give guidance to the Impeachment Committee and if needed elaborate on how the Grievance Committee came to their conclusion

C. Procedure of the Grievance Committee

1. The Grievance Committee will be given all the information regarding the case from the Executive Vice President
 - a. The Executive Vice President has an obligation to present evidence that suggests that a defendant might not be guilty
 - b. If the EVP is the party accused, this duty will be given to the President

D. Response

1. If a grievance is determined not to be of just cause, the DTC Grievance Committee shall drop all charges and inform the EVP that there is not enough evidence to move forward
 - a. Once a grievance is determined not to be of just cause, the filing party cannot submit the same grievance at a later date
 - b. A filing party would only be able to file a grievance against the same party if they add new evidence.
 - i. If the old evidence is included in the new grievance, it will be ignored by the Grievance Committee due to the grounds of Double Jeopardy
2. If a grievance is determined to be of just cause, the DTC Grievance Committee shall issue at least one of the following suggestions to council:
 - a. Call for a formal warning to be issued to the accused party
 - b. Call for the congregating of the Impeachment Committee for the removal of the offending party, which follows the impeachment procedures outlined in this bylaw.
 - c. Suggest the Disqualification of the candidates from an ongoing DTC election.
 - d. Suggest the Re-run of a DTC election.
 - i. If an election should be re-run, the grievance committee can suggest whether all candidates shall remain or if the removal of one or more candidates from the election is necessary

3. If a grievance is determined to be of just cause against a member who is currently in an elected position for the next academic year's Head Executive Board, the grievance committee can choose to act on the suggestion(s) listed below.
 - a. Call for a formal warning against the offending party that will follow them into the next academic year
 - b. Call for the impeachment of the offending party from their elected position on the next academic year's Head Executive Board
 - c. Suggest the Re-run of a DTC Head Executive Board election. i. If an election should be re-run, the grievance committee can suggest whether all candidates shall remain or if the removal of one or more candidates from the election is necessary

E. Summoning of Impeachment Committee

1. When a grievance is determined to be of just cause by the Grievance Committee and Impeachment has been initiated, the Impeachment Committee shall convene within seven (7) days
2. The Impeachment Committee shall consist of five (5) members of the council who are chosen at random as a jury.
 - a. If a council member is selected, they are required to go unless they:
 - i. Have an illness
 - ii. Have a class
 - iii. Have a test within 24 hours
 - iv. Have a job interview within 24 hours
 - v. Or anything else deemed worthy by the EVP

F. The Impeachment Process

1. The conditions to find the accused officer guilty of impeachment shall fall under at least one of the following conditions.
 - a. Neglect of responsibilities
 - i. If an elected or appointed official neglects any of their responsibilities outlined by the DTC governing documents
 - b. Violation of the attendance policy
 - i. If an officer of DTC violates the attendance policy, as prescribed in this Constitution and the Bylaws, the member will be automatically removed from their position
2. Impeachment Hearing
 - a. A hearing shall be held within the following week to allow all parties to discuss the issue.
 - i. If the conditions to initiate impeachment have been satisfied, impeachment proceedings against the officer will occur in a hearing by the DTC Impeachment Committee.
 - ii. Impeachment proceedings will be ran by the Chairperson of the Grievance Committee and the EVP.
 1. The Chairperson of the Grievance Committee shall not receive a vote when the motion to vote arises
 2. The EVP shall remain unbiased and be present to answer

- questions regarding the Constitution and the Bylaws
3. If the EVP is the subject in question of the impeachment then the proceedings will be ran by the President of DTC.
- iii. The hearing will involve testimony from the member(s) in question and from the initiator(s) of impeachment.
 1. The Head VPMR will be present for the testimonies to take notes for future use of the Impeachment Committee
 - a. If the Head VPMR is the position accused, the President shall be the one to take notes
 - iv. The Impeachment Committee will decide if there is enough evidence to find the accused officer guilty by a simple majority vote.
 1. At the time of the motion to vote, all Non Impeachment Committee Members shall leave the room
 2. There will be no abstains allowed in this vote, the Impeachment Committee members must vote guilty or not guilty
 3. All votes shall remain anonymous
 - v. If the Impeachment Committee is unable to reach a verdict after extensive deliberation, a hung jury will be called
 1. Extensive deliberation means that the impeachment committee has been unable to issue a decision within 72 hours of the testimonies
 - vi. If a hung jury is called, a new trial may be tried again at a later date before a new impeachment committee.
 1. The initiator or DTC Head Executive Board may decide not to pursue the case further, and as a result will not call another Impeachment Committee

G. Vacancies

1. A position shall be declared vacant if one (1) of the following occurs:
 - a. The member has resigned.
 - b. The member is impeached.
 - c. The resident is no longer a member of DTC.
 - d. The member running for the position drops out of the running.
 - e. The member is otherwise incapable of fulfilling his or her duties.
2. Vacant positions shall begin the election process within forty-eight (48) hours of the declared vacancy.
 - a. If a vacant position is a Head DTC E-board member
 - i. Letter of intent period shall last for a maximum of five (5) days
 - ii. Speeches will occur at the next DTC head E-board meeting
 - iii. Campaigning shall begin within twenty-four hours (24) of speeches
 - iv. Ballots shall be released within thirty-six (36) hours after speeches

- b. If a vacant position is for a hall government member
 - i. Letter of intent period shall last for a maximum of five (5) days
 - ii. Speeches will occur at the next hall government meeting
 - iii. Campaigning shall begin within twenty-four hours (24) of speeches
 - iv. Ballots shall be released within thirty-six (36) hours after speeches
- c. If a position becomes vacant within forty-five (45) days of the scheduled date for Mutant Mania, the President of DTC may nominate someone to be appointed to the position pending a two thirds (2/3) vote of Head E-Board.
- d. Shall the president's appointment of a vacant position not be carried by a two-thirds vote by the end of the next council meeting the appointment shall be rescinded and the appointee shall be unable to run for the same vacant position.